

## Missouri Alliance for Home Care

### [2006 Annual Survey Data Entry Instructions](#)

The Annual Statistical report is not optional; all home health agencies are required to submit this data. Please read and follow these directions for data entry, saving the file and submission to MAHC:

If you have not already done so, please save this file on your computer and name this file with your company name. That way when you send it to MAHC we will be able to identify the file as yours.  
Example: XYZ Home Health.xls

Go to the MAHC website ([www.homecaremissouri.org](http://www.homecaremissouri.org) – use the 2006 Annual Report button on the right hand side of the home page) and print the hard copy of the report and use it to complete the data compilation.

Enter your data on the worksheet labeled FORM (see tabs below). The form contains built-in checks and balances to assist you in making sure the data you submit is accurate.

After you have entered your 2006 data save the file, again, making sure you have your company name as part of the file name. Example: XYZ Home Health.xls

Send this file to MAHC as an email attachment. Submit your Home Health Agency Annual Report electronically to [kim@homecaremissouri.org](mailto:kim@homecaremissouri.org) and after the Missouri Alliance for Home Care receives the data statistics; we will compile and submit to the Bureau of Home Care & Rehabilitative Standards to be placed in your official record.

If any questions/concerns about this template please give us a call.

Sincerely,  
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Missouri Alliance for Home Care  
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